



**child
development
services**

State Intermediate Educational Unit-146 State House Station, Augusta, ME 04333
Telephone (207) 624-6660-Fax (207) 624-6661-TTY-1-888-577-6690

CDS Administrative Letter: Number 3

DATE: July 27, 2007
TO: CDS Regional Boards of Directors
CC: CDS Site Directors, CDS State Level Advisory Board
FROM: David Noble Stockford, Policy Director and Team Leader
Debra Hannigan, CDS State Director
RE: CDS Procurement of Services

CDS Boards must ensure that procurement procedures are followed and that relatives are not hired without undergoing the same rules and regulations that would be required of non-relatives, whether the work is of a material amount or not. Written quotes must be received and all conflict of interest references in site policies and procedures must be followed..

Please notify the CDS Business Manager or the Accounts Payable Office at 624-6650 when any PO's or payment requests involve payments to relatives so that the state IEU we may review any payments.

For further information, please contact Debra Hannigan, State Director, Child Development Services, at 207/624-6660, or email her at debra.hannigan@maine.gov